

WiSACWIS Ad Hoc Report Process

With the implementation of WiSACWIS, ad hoc reports have been, or may be, requested. The requests for these reports will be reviewed against the list of on demand and standard system reports, so that duplicate or redundant reports are not produced. All requests will be prioritized and tracked in a WiSACWIS internal incident database. An authorized individual within an agency must complete the WiSACWIS Ad Hoc Request Form (CFS 2201) in order to generate an ad hoc report.

Process for request and completion of WiSACWIS Ad Hoc Reports:

- Any person may complete the WiSACWIS Ad Hoc Request Form (CFS 2201), but only the agency's authorized ad hoc report Requestor may submit the completed CFS 2201. Each agency or county will be asked to designate a representative/requestor.
- CFS 2201 must be attached and submitted via email from the agency Requestor to the WiSACWIS ad hoc request Queue Manager: roberjk1@dhfs.state.wi.us (Internet) or roberjk1 (Groupwise).
- The request will be reviewed for correct completion by the WiSACWIS Queue Manager, who will place all requests into the WiSACWIS tracking system along with a detailed description of the report. CFS 2201 forms not properly completed will be returned to the Requestor with an explanation.
- The WiSACWIS Operations Manager will review all entered requests for prioritizing and assignment to a Developer.
- The Requestor will be notified as promptly as possible for requests that are denied or when the specified timeframe in the "Urgency of Request" cannot be met. The Developer may need to question the original requestor regarding any issues within the request. Therefore, the original requestor will be tracked, along with the authorized requestor.
- Once the report has been developed, it will be sent to the authorized requestor.

For requests that repeat the production of a previous ad hoc report, the Operations Manager will review the request for a permanent solution. As a result of this review, the Operations Manager will either submit a request for a new, standard or on demand report, or identify a standard report to be modified that will meet an enterprise need on a permanent basis. The designation of the standard report will be noted in the tracking system, as well as its expected implementation date.